DOD-WIDE CIVILIAN CAREER PROGRAM FOR

AUTOMATED DATA PROCESSING PERSONNEL

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(MANPOWER, RESERVE AFFAIRS & LOGISTICS)

DoD 1430.10-M-7

ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301

COMPTROLLER

October 29, 1979

PREFACE

There has been a growing need for the Department of
Defense (DoD) to improve the management of its Automated
Data Processing resources. Improved training and
career development programs represent an important step
toward more effective utilization of personnel resources
and data processing technology.

DoD Manual 1430.10-M-7 provides a more systematic
approach to enhancing DoD personnel resources through
its requirements for planned selection, training and
development of DoD ADP civilians. This will enable the
DoD to attract and produce the kinds of people needed
to maintain our defense posture at the lowest possible
cost, to take advantage of the latest developments in
ADP technology, and to improve data processing management.

Fred P. Wacker
Assistant Secretary of Defense

DoD 1430.10-M-7

ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

**MANPOWER,
RESERVE AFFAIRS
AND LOGISTICS**

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FOREWORD

This manual, issued under the authority of DoD Instruction
1430.10, establishes the procedures necessary for the
development and operation of a DoD-wide civilian career
program for automated data processing (ADP) personnel.

It is effective immediately, and is mandatory for use by
all DoD Components who employ civilian ADP personnel.
Heads of DoD Components may issue supplementary instructions
to this manual only when necessary to provide for unique
requirements within their respective Components.

Robert B. Pirie, Jr.
Assistant Secretary of Defense (MRA&L)

TABLE OF CONTENTS

REFERENCES

(a) DoD 1430.10-M, "DoD Policy and Procedures Manual for the Automated Career Management System," January 1978

(b) DoD Directive 5160.49, "Department of Defense Computer Institute (DODCI)," February 12, 1976

(c) DoD Instruction 1430.8, "Manager Training and Development of Civilian Employees in the Department of Defense," October 30, 1970

(d) DoD Directive 1430.2, "Assignment of Responsibilities for Civilian Career Programs," May 9, 1966

(e) DoD Instruction 1430.5, "Civilian Employee Training Policies and Standards," June 26, 1978

(f) DoD Instruction 1430.10, "DoD-wide Civilian Career Programs," June 2, 1966

DL1. DEFINITIONS

DL1.1.1. <u>Career Advisor</u>. An individual who is knowledgeable in the availability of resources and criteria for career development, and the administrative requirements for funding, budgeting and training.

DL1.1.2. <u>Career Appraisal</u>. That process of inventorying and evaluating the attributes and potential capabilities of each employee. ;It includes analysis of career training needs for orderly progression within the career field and for planning fulfillment of these needs.

DL1.1.3. <u>Career Development</u>. The development of employee potential by integrating the capabilities, needs, interests and aptitudes of the individuals participating in a career program through a planned, organized, and systematic method of training and development designed to meet organizational objectives through work assignments, job rotation, training, education and self-development.

DL1.1.4. <u>Career Field</u>. One or more occupations or functions that require similar knowledge and skill and that are sufficiently related to be recognized as a normal career pattern for progression.

DL1.1.5. <u>Career Levels</u>. Groupings by a range of grade levels (entry or trainee, intermediate or journeyman, senior or executive) that provide the framework for training, development planning, and progression within a career field.

DL1.1.6. <u>Career Management</u>. The process by which individuals in specific career fields are identified and developed, administered under a formal program to fill positions of increasing responsibility in the Department of Defense and to provide DoD management with proficient career employees.

DL1.1.7. <u>Career Patterns</u>. The range of opportunities at each career level and the optimum pathways for vertical and horizontal movement within a career field.

DL1.1.8. <u>Career Program</u>. A system for the selection, development, and assignment of personnel within a specified career field.

DL1.1.9. <u>Component Career Management Coordinator</u>. A representative of a DoD Component's civilian personnel office who has primary responsibility for career programs.

DL1.1.10. <u>Counseling</u>. Counseling is a process by which supervisors and employees constructively discuss performance and behavioral factors around which an employee's career and personal development can be planned.

DL1.1.11. <u>DoD Career Program Manual</u>. DoD manual that sets forth requirements and procedures for a specific career field.

DL1.1.12. <u>DoD Component Functional Chief</u>. The official at the DoD Component-level designated to assume Component-wide responsibility and leadership for planning, developing, and administering career programs.

DL1.1.13. <u>Career Plan</u>. Part of the career appraisal and developed jointly by the employee and supervisor, through counseling, to establish the employee's next career position, to determine the career positions qualification requirements and to establish a realistic training and development plan to meet those requirements.

DL1.1.14. <u>ADP Career Appraisal and Development Plan</u>. Forms used in the counseling and appraisal process.

DL1.1.15. <u>Automated Career Management System (ACMS)</u>. An automated data inventory system that provides data to be used for work force planning, manpower analysis and general management studies. The use of ACMS for referral and selection of highly qualified ADP personnel for placement in DoD vacancies is being evaluated.

DEFINITIONS

C1. CHAPTER 1

PROGRAM DEVELOPMENT

C1.1. GENERAL

C1.1.1. Purpose. This Manual implements the DoD-wide civilian automated data processing (ADP) career development program, and contains the responsibilities and procedures to follow to administer such a program. The responsibilities and procedures in this Manual must be supplemented by DoD 1430.10-M (reference (a)).

C1.1.2. Objectives

C1.1.2.1. To meet current and future DoD-wide need for ADP personnel and to provide capable replacements for key ADP positions on a planned, systematic basis.

C1.1.2.1.1. Affording appropriate educational and training opportunities. Special emphasis will be placed upon the training capabilities of the Department of Defense Computer Institute (DODCI), as outlined in DoD Directive 5160.49 (reference (b)).

C1.1.2.1.2. Affording the opportunity of cross-movement and promotion to positions in DoD Components requiring ADP professionals.

C1.1.2.2. To attract, select, develop, and retain on a long-term career basis, a qualified work force capable of performing current and future DoD functions. To accomplish this, emphasis will be placed on improving the career development and advancement opportunities of civilian ADP personnel by projecting and affecting planned work assignments that follow lines of progression to higher skill and grade levels, and by integrating them into the Executive Development Plan, as provided in DoD Instruction 1430.8 (reference (c)) and in DoD 1430.10-M (reference (a)).

C1.1.2.3. To support ADP mobilization planning.

C1.1.2.4. To support the ADP training budget planning process.

C1.1.3. Applicability and Scope

C1.1.3.1. The provisions of this Manual apply to ADP civilian personnel in the Office of the Secretary of Defense, the Military Departments, and the Defense Agencies (hereafter referred to as "DoD Components") who are serving under career or

career-conditional appointments in the competitive service, its provisions are mandatory for ADP personnel occupying:

C1.1.3.1.1. Positions at Grade GS-5 and above in the following classification series:
 0330 Digital Computer System Administration
 0334 Computer Specialist

The ADP career field is dynamic. Therefore, the above list is subject to change.

C1.1.3.1.2. Positions in any other series, when 50 percent or more of the duties and responsibilities involve ADP functions, and the duties performed meet the experience qualification for entry into one of the series listed in subparagraph C1.1.3.1.1., above.

C1.1.3.2. The program is optional for employees who do not occupy a position in subparagraph C1.1.3.1.1., above, but who meet eligibility and qualification requirements for such a position.

C1.1.4. Responsibilities

C1.1.4.1. The Assistant Secretary of Defense (Comptroller)(ASD(C)) shall:

C1.1.4.1.1. Have overall responsibility for the operation of this program, in accordance with DoD Directive 1430.2 (reference (d)).

C1.1.4.1.2. Delegate to the Deputy, as Chairman of the ADP Policy Committee, immediate responsibility for this program, to include:

C1.1.4.1.2.1. Review, annually, of the Master Training and Development Plan (Appendix 2), and publication of updates to this Manual when the plan is changed.

C1.1.4.1.2.2. Review and evaluation, on a periodic basis, of program objectives and goals.

C1.1.4.2. The Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics shall:

C1.1.4.2.1. Provide staff guidance to the ASD(C) in the performance of his function in accordance with DoD Directive 1430.2 (reference (d)).

C1.1.4.2.2. Evaluate the DoD-wide civilian career program for ADP personnel.

C1.1.4.3. The <u>Heads of DoD Components</u> shall implement this program in accordance with DoD Directive 1430.2 (reference (d)), and shall:

C1.1.4.3.1. Establish, conduct and evaluate Component career programs in accordance with the provisions of this Manual.

C1.1.4.3.2. Provide staff assistance, guidance and information to ADP managers and employees in the field on all aspects of the career program.

C1.1.4.3.3. Develop annual ADP career program goals and objectives.

C1.1.4.3.4. Ensure that a continuing program is established to provide for developmental assignments within and between organizational segments of the Department of Defense and other Components, for ADP personnel.

C1.1.4.3.5. Prepare a civilian ADP training plan that covers the succeeding 5 fiscal years, in accordance with DoD Instruction 1430.5 (reference (e)). The objective of this plan is to provide a systematic and long-range program of training and education as an integral part of the civilian ADP career development program. In developing this training plan, it is essential that priorities of needs and projections for long-range accomplishment be developed in priority order. Priorities for each of the 5 succeeding fiscal years are to be formulated in accordance with criteria established by DoD Instruction 1430.5 (reference (e)) or by comparable criteria established by each DoD Component.

C1.1.4.3.5.1. <u>Priority I</u>. Training that must be accomplished in the ensuing fiscal training cycles or it will have a direct adverse effect on mission accomplishment. The highest priorities will be given to those training and educational opportunities listed as part of the approved Master Training and Development Plan.

C1.1.4.3.5.2. <u>Priority II</u>. Training that is required to provide for systematic replacement of skilled employees as required by career management programs, and which, if deferred beyond the ensuing training cycle, will have an adverse effect on mission accomplishment.

C1.1.4.3.5.3. <u>Priority III</u>. Training that is required for an employee who is performing at an adequate level of competence, but will increase his/her efficiency and productivity, and that may be accomplished after Priority I and Priority II needs have been met.

C1.1.4.3.6. Establish procedures for identifying high potential ADP employees for further training and development in order to place such employees in key positions.

C1.1.4.4. The <u>DoD Component Career Management Coordinators</u> of the civilian personnel office shall be responsible for overall career development and for providing counseling on career program activities.

C1.1.4.5. <u>Managers in the ADP function</u> shall implement the guidance and instructions issued by the functional chief.

C1.1.4.6. <u>Supervisors</u> shall recommend and arrange for developmental assignments of high potential ADP employees.

C1.2. <u>PROGRAM DEVELOPMENT</u>

C1.2.1. <u>Career Patterns</u>

C1.2.1.1. DoD Components will develop career patterns to serve as a basis for determining training and development assignments for progress in the ADP field. Career progression guides should include career levels. When feasible, the guides should also include identification of those skills and characteristics that ADP personnel must acquire to perform efficiently at all career levels.

C1.2.1.2. Appendix 1 depicts typical DoD career progression opportunities for the GS 334 and GS 330 career series. This chart and others to be developed as other career series are added to this program depict the range of opportunities at each career level and the optimum pathways for vertical and horizontal movement within each of the major occupational fields of the ADP management function throughout the Department of Defense.

C1.2.2. <u>Input System</u>

C1.2.2.1. <u>General</u>. The input of personnel into the ADP career development program on a planned basis is essential to the development and maintenance of an

effective program. To accomplish this, DoD Components will establish procedures for forecasting input requirements. Among the more significant factors that must be considered in determining input needs are: military/civilian mix, turnover rate, retirement rate, mission changes, equipment changes and technological advancements, organizational changes, budget or manpower changes, and new or obsolescing skills. Following an analysis of these factors. an annual plan may be developed which shows the manpower and skill needs and the sources from which these needs can be met.

C1.2.2.2. Entry-Level Input (GS-5 through GS-9). Entry-level input includes the recruitment of college graduates or persons with equivalent experience. In addition, entry-level input must provide opportunity for the development of the disadvantaged and for the training of employees in low level or dead-end jobs to qualify these employees for entry into the ADP program. DoD Components are encouraged to establish a policy of creating a specified percentage of all positions in the ADP field at the entry level, in accordance with DoD Instruction 1430.10 (reference (f)).

C1.2.2.3. Above Entry-Level Input (GS-11 and Above)

C1.2.2.3.1. Positions above the entry level through GS-12 will usually be filled by employees in the ADP career program using Component Merit Promotion procedures. Provisions may be made for entry from other sources.

C1.2.2.3.2. Once the appraisal and referral provisions of this Career Program are fully implemented, the area of consideration for filling vacancies in the ADP career field at the GS-13 through GS-15 level normally will be DoD-wide. A separate announcement will be made to implement this provision.

C1.2.2.3.3. Vacancies in positions above GS-15 normally will be filled through Senior Executive Service procedures.

C1.2.3. Information Requirements. The reporting requirements are pursuant to DoD Instruction 1430.10 (reference (f)), this Manual, and with DoD 1430.10-M (reference (a)). A separate announcement will be made to implement this provision.

C2. CHAPTER 2

PERSONNEL DEVELOPMENT

C2.1. ON-THE-JOB PERSONNEL DEVELOPMENT

C2.1.1. General. Although practical on-the-job experience is considered the primary means of personnel development, this experience will be supplemented by training. The requirement for training is most needed at the entry and mid-career levels and may taper off for participants in the upper career levels. However, developmental work assignments should recur periodically throughout the employee's career.

C2.1.2. Developmental Assignments. These assignments consist of on-the-job work experiences arranged in order of difficulty. Because the normal work cycle activities may not provide a developmental sequence of assignments, certain important and critical operations may be accomplished only occasionally. Unless these infrequent but critical tasks are identified and made available, careerists may not qualify for future positions. To ensure proper employee development, each supervisor should plan developmental assignments that will provide the employee needed experience. The civilian personnel office records the assignment in the employee's official personnel folder.

C2.1.3. Entry-Level Development. Development at the entry level is intended to produce qualified and motivated employees to meet requirements for replacements at the full-performance level. Components will use training and development programs tailored to meet their specific needs. However, minimum entry-level training course requirements for ADP career trainees are included in Appendix 2. At the entry level, it is desired that trainees and interns be exposed to the subfunctions of ADP and the roles of its various specialties. Therefore, in addition to training courses, the new careerist must also have the opportunity to serve in several ADP specialties.

C2.1.4. Intermediate-Level Development

C2.1.4.1. At the intermediate level, specialization is desired. Here, the preponderance of the ADP work is accomplished. Development continues, but the length of time an individual spends in each position increases. Employees move toward self-fulfillment as a specialist or as a generalist. Development of the specialist usually will not require formalized training agreements or structured programs to qualify careerists for different specialties. Sequential occupation of these positions qualifies

the careerist without deviating from Office of Personnel Management (OPM) qualification standards.

C2.1.4.2. Development of the generalist involves establishing a good foundation of experience in the careerist's primary specialty, followed by lateral movement to a related specialty. This lateral move may be accomplished under a training agreement which serves to exempt the individual from possessing the qualifications for the position. Assignment to these positions may be to an exchange position or to a vacant position. After a minimum of 1 year, the careerist may return to the original position, be reassigned, or promoted in accordance with DoD Component-approved plans.

C2.1.5. Senior-Level Development. At the senior level, both specialist and generalist development continue. The amount of time required for an individual to become effective in a developmental position should decrease in proportion to the frequency of developmental assignments and higher grades. As shown in Appendix 1, supporting positions are developmental pathways to key positions. Key positions are at the top of the career ladder, constituting the ultimate goal for careerists who aspire to the highest levels in ADP management.

C2.1.6. Master Training and Development Plan. The Master Training and Development Plan (Appendix 2) describes the training available to personnel for development and improvement of ADP technical knowledge and skills, in accordance with DoD Instruction 1430.5 (reference (e)). In addition to formal or informal instruction, the Master Training and Development Plan lists the specific training and requisite skills necessary to qualify for the ADP career levels.

C2.1.7. Individual Development Planning. The determination of individual training and development needs begins with the ADP Career Appraisal Form. It should be reviewed by supervisors of participants to establish organizational priorities for the individual development shown on these forms. Requests for training or development of civilian employees must be made through the civilian personnel office. To ensure timely and proper use of training activities and funds, civilian personnel offices survey operating officials each fiscal year. Supervisors must initiate requests for civilian development as noted in the Individual Development Plan portion of the ADP Career Appraisal Form (that form will be developed for use with the DoD Automated Career Management System (ACMS)).

C2.2. REGISTRATION OF ADP PERSONNEL IN THE DoD ACMS

ACMS provides for the central management of the career program. Dates for initial registration and appraisal of ADP personnel will be announced by the Centralized Referral Activity (CRA) in Dayton, Ohio. DoD Manual 1430.10-M (reference (a)) contains detailed procedures on ACMS and its operation.

C2.2.1. Mandatory Registration. All employees covered under the applicability section of this Manual will be registered in the ACMS. Inventory data and the employees' career appraisal will be submitted to the CRA in accordance with DoD 1430.10-M (reference (a)). All employees' registration information will be forwarded to CRA by the servicing civilian personnel office. However, ADP managers are responsible for identifying employees and facilitating their registration in ACMS.

C2.2.2. Referral and Selection. Referral and selection for this program uses the following parameters:

C2.2.2.1. Senior Executive Service (SES). Position vacancies at this level will be filled by DoD Components using special procedures which apply to all SES positions.

C2.2.2.2. GS-13 through GS-15. Upon the full implementation of the ADP appraisal and referral system, the area of consideration for ADP position vacancies at these levels will be DoD-wide. However, DoD-wide consideration will not occur until all eligible careerists have had an ADP appraisal. Policies regarding the consideration and selection of external candidates are in DoD 1430.10-M (reference (a)).

C2.2.2.3. GS-15 through GS-12. ADP personnel vacancies at these levels are normally serviced through the civilian personnel office. However, if the personnel available do not meet the full qualifications for the position, then a request for courtesy rosters from ACMS will be optional.

C2.3. DEVELOPING KEY ADP PERSONNEL THROUGH ROTATIONAL ASSIGNMENTS

C2.3.1. Reason for Rotational Assignments. The importance of developing key personnel through planned rotational assignments is clearly established. A recent study of the Department of Defense pointed out that not even the best organization and management procedures will improve the effectiveness of DoD operations unless qualified personnel are matched to the requirements of the jobs. This training provides a flexible, improved training program through rotational assignments that reduce rigidity

at the higher levels and meet the requirements of a dynamic managerial structure. This training is to be used for cross-training and development of key personnel at the middle, senior and executive levels. Participants in this program will have been identified with high potential.

C2.3.2. <u>Rotational Assignment Training Agreement</u>. The purpose of the agreement is to provide each DoD Component the authority, without further negotiations with the OPM to establish a rotational assignment program designed to:

C2.3.2.1. Increase the competence of key personnel by providing them with an opportunity to acquire additional needed knowledge and skills required by the occupational disciplines of their line of work, or needed knowledge and skills involving processes, techniques, and systems in other related lines of work that cut across occupational lines; and

C2.3.2.2. Create a manpower pool from which well-qualified individuals can be selected, in accordance with merit promotion requirements, to fill positions when vacancies arise at the senior and executive levels.

C2.3.3. <u>Objectives</u>. The following are to be included in any program developed under the terms of the agreement:

C2.3.3.1. To provide a vehicle by which DoD employees, Grades 9 and above, may rotate assignments for development and training purposes (DoD Instruction 1430.8, reference (c)).

C2.3.3.2. To develop managerial skills in those individuals who have shown a potential for development and advancement by temporarily assigning them within or between DoD Components, other Federal Agencies, State and local governments, and academic institutions.

C2.3.3.3. To provide for the planned movement of personnel from one assignment to another to develop managerial/technical skills and knowledge that will improve the capability of the Department of Defense and its employees. Such assignments are designed to induce an appreciation and understanding of operations in ADP or related functions for which there is a need and for which the participants demonstrate potential. These rotational assignments will serve to enhance the performance of participants in their present series and will serve as a qualification for reassignment.

C2.3.4. <u>Position Coverage</u>. A program developed under a rotational training agreement will provide for assignment of DoD personnel in all series, grades GS-9 and

higher. All rotational assignments will be made in grade. In cases where exchange of employees is involved, both employees will be equal grade. Assignments can be made to organizations that cannot reciprocate in an exchange. The duties to be performed must be described and a classification title, series, and grade level assigned. When exchanges are involved, the established position description will suffice. Candidates may be assigned to any position for purposes of training and development. But no candidate is eligible for placement at the conclusion of the program in a position that has positive educational or professional requirements unless the candidate meets the qualifications established by the U.S. Office of Personnel Handbook X-118, Qualification Standards. For personnel and payroll purposes, participants will continue to occupy the position from which they were exchanged or assigned. An SF 50 is to be prepared for each rotational assignment.

C2.3.5. Method of Selecting Participants. Selection determinations are a managerial responsibility and must be made in accordance with merit promotion principles.

C2.3.6. Individual Development Plan. Individual development plans will be developed stating the relationship of the exchange or rotational assignment to the employee's present duties and the benefits to the individual and the DoD Component's mission. The individual development plan must be prepared before the individual's selection or shortly thereafter. It must be career-goal oriented, and must:

C2.3.6.1. Specify the skills, knowledges, and abilities to be acquired to attain individual career goal(s);

C2.3.6.2. Contain a schedule of developmental assignments and training designed to meet these individual needs and career goal(s); and

C2.3.6.3. Be approved by the individual's supervisor or the Executive Manpower Management Officer. The individual development plan will be sufficiently detailed to ensure that the training during the assignment period includes an orientation followed by an on-the-job training and appropriate formal training. The individual development plan will include a summary of how the participant will use the newly acquired skills and knowledge following the assignment. Each functional element chief will receive guidance and assistance in these plans and assignments from the civilian personnel officer. Copies of the training plan will be provided each participant, each supervisor, and civilian personnel officers. A copy of the plan will be filed in each participant's official personnel folder. Upon completion of the assignment, participants will return to their positions of record.

C2.3.7. <u>Personnel Actions During the Program</u>. During the course of the assignment, participants should be considered for any promotion or reassignment for which they would normally be considered. If promotion or reassignment results, the participant may continue the program for the balance of the assignment or the assignment may be terminated; specific disposition is a management decision to be decided by the supervisors involved.

C2.3.8. <u>Length of Training</u>. Assignments will be negotiated for periods not less than 6 months or more than 3 years. In any instance in which assignment to higher-level duties is necessary, their assignment may not exceed 240 calendar days. Similarly, assignment to lower-level duties may be made for short periods, but may not exceed 180 calendar days. If the target position requires 3 years of specialized experience and the employee has no creditable specialized experience, he/she needs 18 months of accelerated training (which must be specialized) under the terms of the training agreement before reassignment/promotion can be made in the target position.

C2.3.9. <u>Flexibility Provisions</u>. A participant's individual training plan may be modified to ensure that supplemental training is scheduled to meet developmental needs. The assignment period may be extended for not more than 4 months if the attainment of a prescribed skill has not been achieved during the period prescribed by the individual training plan. Assignments may be terminated by the officials responsible for the program or by the participants when it is determined that such termination is in the best interest of the Department of Defense. All changes in the individual training plans must be made a part of the participant's training records.

C2.4. <u>EXECUTIVE DEVELOPMENT PLAN</u>

Senior-level ADP employees are eligible for the Executive Development Plan, a system that identifies and selects mid-managers with high potential for executive positions (DoD Instruction 1430.8 (reference (c))). Such a plan is promulgated by the civilian personnel office of each DoD Component and is designed to meet the following requirements:

C2.4.1. An inventory of current executive personnel available for development and a projection of executive manpower requirements, including an estimate of the number of executive positions to be filled during the next 5 years.

C2.4.2. A system to determine and document development needs of incumbent executives and managers with high potential. The system provides eligibility and selection criteria; appraisal and counseling of the selectees being developed; and preparation, review, and updating of executive development plans annually.

C2.5. CAREER COUNSELING AND APPRAISAL FOR ADP PERSONNEL

To ensure that the employee and supervisor review current job performance, discuss career interests, assess capability for progression, and establish an appropriate program of training and development to support the employee's career interests and the needs of the Department of Defense.

C2.5.1. Counseling and appraising are two essential elements in the career of an individual. It is not a periodic process; it is the supervisor's continuing, day-to-day responsibility. However, counseling and appraising must be accomplished formally with the execution of the annual performance appraisal and assignment of performance rating under the Automated Career Management System (ACMS). Until the ACMS ADP career appraisal forms become available, the annual performance appraisal and assignment of a performance rating will be accomplished using existing Component performance appraisal systems.

C2.5.2. Counseling is the basis upon which the career appraisal is formulated. It should be an open discussion to motivate interest in career development and it should result in a specific plan aimed at enabling the employee to attain appropriate career goals. As a minimum it should cover the topics outlined in the ADP Career Appraisal form but need not be restricted to these items. Specific methods for achieving a mutually beneficial counseling session will vary with each individual supervisor and employee. Regardless of the techniques utilized, the supervisor should ensure that a friendly and cooperative atmosphere is maintained. Likewise, the employee must maintain an open mind and freely discuss all aspects of individual development; honest self-appraisal is imperative. In such an environment, this session will be mutually beneficial, contributing to the overall improvement of the ADP work force.

C2.5.3. The counseling and appraisal process includes:

C2.5.3.1. Supervisor's preparation for a brief pre-counseling meeting;

C2.5.3.2. The pre-counseling meeting;

C2.5.3.3. Supervisor's and employee's preparation for counseling and appraising session; and

C2.5.3.4. Post-appraisal actions.

C2.5.4. Specific instructions for completing the <u>ADP Career Appraisal form</u> will be published in DoD 1430.10-M (reference (a)).

C2.5.5. <u>Pre-Counseling Meeting</u>

C2.5.5.1. To prepare for the pre-counseling meeting, the supervisor should review the employee's last career appraisal and plan, and current training and developing records. The supervisor should also assess the employee's performance and progress relative to the previous plan.

C2.5.5.2. At the pre-counseling meeting, the supervisor should:

C2.5.5.2.1. Schedule the employee's counseling and appraising session;

C2.5.5.2.2. Seek an indication of the employee's long-range career desires and, if appropriate, tentatively identify the employee's next career position;

C2.5.5.2.3. Review IDP to determine if development objectives have been met; and

C2.5.5.2.4. Plan with the employee to accomplish the actions outlined in paragraph C2.5.6., below.

C2.5.6. <u>Preparation for Counseling and Appraising Session</u>

C2.5.6.1. After the pre-counseling meeting, the supervisor and employee obtain appropriate information regarding the skills, knowledge, and abilities required for the employee's next career positions. Sources of information include Appendices 1 and 2 to this Manual, civilian personnel office representatives who know classification and qualification standards, and other employees.

C2.5.6.2. To prepare for the session, the supervisor and employee should:

C2.5.6.2.1. Compare the employee's skills, knowledge, and ability with those required for the next career position.

C2.5.6.2.2. Identify the additional skills, knowledge and ability needed by the employee to be effective in the next career position.

C2.5.6.2.3. Review the IDP to determine if development objectives have been met.

C2.5.6.2.4. Identify the training and development to be programmed for the employee. This includes training courses and necessary cross-training in other specialties to qualify for the next career position. Completed training and development specified in this Manual must be recorded in the employee's official personnel folder and the ACMS. The ACMS Manual (DoD 1430.10-M) (reference (a)) is being modified to include codes for such courses.

C2.5.6.3. These preliminary actions set the stage and give structure to the formal counseling and appraisal session. Changes to these tentative determinations may occur during the formal session.

AP1. APPENDIX 1

AUTOMATIC DATA PROCESSING CAREER PATTERNS
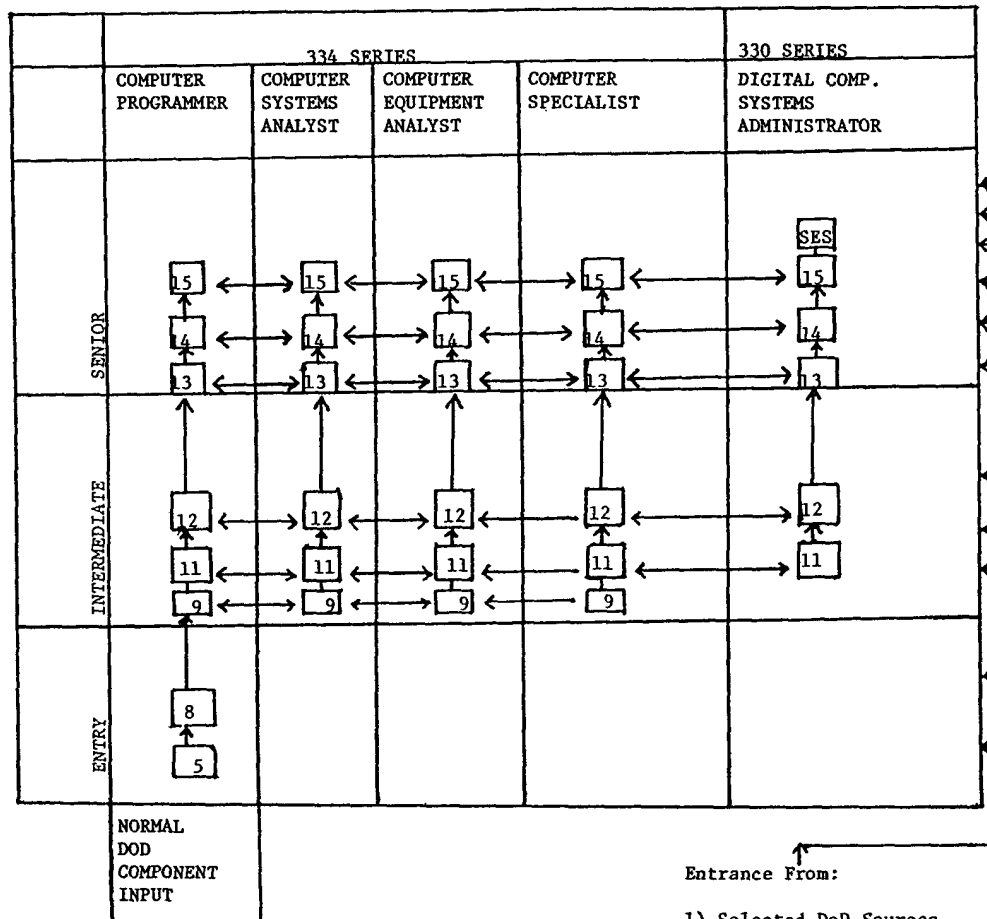
Note: Career Pattern denotes a schematic grade structure for illustrative purposes only. While the chart indicates lateral movement between occupational fields and upward progression within an occupational field, movement from one field to a higher grade in another is possible when employees meet the qualification prerequisites established by OPM.

Lateral Movement (Specialized Experience, Development Assignments)

Normal Progression

Entrance From:

1) Selected DoD Sources outside the career program especially OPM Series 332 (Computer Operator), 335 (Computer AIDE/Technician), 356 (Data Transcription), and 359 EAM Operator.

2) Other Federal and Non-Federal Applicants.

AP2. APPENDIX 2

DoD CIVILIAN CAREER PROGRAM
MASTER TRAINING AND DEVELOPMENT PLAN

AP2.1. GENERAL

AP2.1.1. Table 1 of this appendix identifies those generic ADP subject areas for which training is deemed appropriate for DoD ADP civilian careerists. This table further breaks the recommended training down by career series, subspecialty, level and degree. Referring to the table, each careerist, supervisor and servicing civilian personnel office training representative can determine which types of training are recommended for the careerist at any given time or stage in his/her career. The recommended training is divided into three levels (Entry, GS-5-8, Intermediate, GS 9-12, and Senior, GS 13-15).

AP2.1.2. Table 2 of this appendix identifies guideline courses for each recommended generic ADP training area. These courses are provided as a guide for the type of training desired in each generic ADP subject area. Local supervisors and training officials should use these guideline courses as standards for use in determining and granting equivalencies for other training courses.

AP2.1.3. If at all possible, each careerist should receive training in those generic subject areas called for in Table 1 prior to being promoted to the next higher level (e.g., a 334 Systems Analyst should have completed all junior level and all applicable intermediate level courses before being promoted to the senior level GS-13). As a minimum, Table 1 should be used as a guide as to how limited DoD training monies can best be utilized in keeping DoD civilian ADP careerists abreast of technological progress in the ADP field.

AP2.1.4. This appendix provides each DoD Component with latitude in determining which specific training courses and sources to utilize in satisfying the recommended generic training requirements specified in Table 1. In addition, each Component should develop and provide its employees with a list of those specific courses deemed appropriate for satisfying Component unique mission requirements.

AP2.1.5. A record of completed courses will be retained in each individual's official personnel folder. When established, instructions will be issued to maintain completed training information along with employee registration data under the provisions of DoD 1430.10-M (reference (a)).

AP2.1.6. Consult the Defense Management Education and Training (DMET) Catalog and the DoD ADP Training Catalog (DATC) for more complete descriptions of the guideline courses listed in Table 2 of this appendix.

AP2.T1. TABLE 1
DoD ADP CIVILIAN CAREER PROGRAM
MASTER TRAINING AND DEVELOPMENT PLAN
RECOMMENDED GENERIC TRAINING SUBJECTS
FOR EACH CAREER SERIES AND SUB-SPECIALITY

GENERIC ADP TRAINING COURSE/SUBJECT AREA	334									330	
	Programmer			Systems Analyst		Equip Analyst		Computer Specialist		(ALL)	
	ENTRY	INTER	SENIOR	INTER	SENIOR	INTER	SENIOR	INTER	SENIOR	INTER	SENIOR
Introduction to ADP	I										
Basic Programming Concepts	C										
High Order Language(s)	C										
Job Control Language(s)	C										
File Concepts and Data Structures	C										
Lower Order Language(s)		C		I[1]							
Basic Time Sharing	C							s			
Mini/Micro Computer Systems	I	C		C[2]		C		e		I	
Systems Programming		C		I				e		I	
Data Base Management Systems		C		I		I				I	
Computer Output Microforms (COM)		C		I		C				I	
Telecommunications		I		I		C		n		I	
Teleprocessing		I		I		C		o		I	
Computer Graphics		C		I		C		t		I	
Computer Security		C		C		C		e		C	
Computer Privacy		C		C		C				C	
Systems Analysis and Design		I		C		I		4		I	
ADP Resource Acquisition				I		I		C	C		C
ADP Project Management				I		I		I	C		C
Software Resource Estimation				C		C		C	C		C
Computer Performance Evaluation				I		I		C	I		C
ADP Rules,Regulations & Budgeting				C		C		C	C		C
Distributed Data Processing		I		C		C				I	
Structured Programming Techniques		C		I						I	
Software Engineering		I		C						C	
ADP Systems Conversion			C		C		C		C		C
Office Automation/Word Processing		I		C		C				C	
Management Courses (see note 3)			3		3		3	3	3	3	3

Table 1 Notes:

1. An "I" denotes that an introduction/overview of the subject is appropriate.

2. A "C" denotes that a comprehensive and detailed training course on the subject is appropriate.

3. Individuals in these career paths and levels/grades should attend a representative cross sampling of the management courses listed in 1) Appendix A to DoD 1430.10-M, "Automated Career Management System (ACMS)" or 2) DoD 5010.16-C, "Defense Management Education and Training (DMET) Catalog."

4. As per OPM Regulations (Handbook X-118) for this specialization, the computer specialist position involves either (a) a range of work assignments which are individually identified with two or more of the positions previously listed (programmer, computer equipment analyst, and system analyst) or (b) highly specialized tasks not totally identified with-those positions. Therefore the desired courses (and their orientation level "C" or "I") for the intermediate level Computer Specialist should be drawn from the applicable intermediate-level courses listed for the three previous sub-specialities (programmer, systems analyst, equipment analyst).

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AP2.T2.   TABLE 2
GUIDELINE COURSES FOR EACH RECOMMENDED
GENERIC ADP TRAINING SUBJECT

</div>

GENERIC SUBJECT AREA
    GUIDELINE COURSE (Sponsoring DoD Component)
        ACTIVITY AND LOCATION

 INTRODUCTION TO ADP

    Introduction to Computer Technology (NAVY)
        DODCI, Washington, DC

    ADP Orientation Seminar (ARMY)
        AMETA, Rock Island, IL

GENERIC SUBJECT AREA
    GUIDELINE COURSE (Sponsoring DoD Component)
       ACTIVITY AND LOCATION

<u>BASIC PROGRAMMING CONCEPTS</u>

    DSAO Fundamentals of Programming and Standards (DLA)
       Defense Logistics Agency Inter-Agency ADP Training
       Facility, Columbus, OH

    Fundamentals of Programming (ARMY)
       USACSC, Ft. Belvoir, VA

<u>HIGH ORDER LANGUAGES</u>

    IBM S/360 OS COBOL Programming (USMC)
       USMC Computer Science School, Quantico, VA

    Basic COBOL (NAVY)
       Navy Fleet-Material Support Office, Mechanicsburg, PA

    COBOL Programming (ARMY)
       AMETA, Rock Island, IL

    ANSI COBOL (DIA)
       Columbus, OH   FORTRAN (NAVY)
       Naval Weapons Center, China Lake, CA

<u>JOB CONTROL LANGUAGES</u>

    S/360 Job Control Language COBOL Programming (ARMY)
       TA, Rock Island, IL

    UNIVAC Executive Control Language (NAVY)
       NARDAC, Washington, DC

 . In-house IBM Job Control Language (USAF)
       HQ SAC, OFFUTT AFB, NE

GENERIC SUBJECT AREA
    GUIDELINE COURSE (Sponsoring DoD Component)
        ACTIVITY AND LOCATION

    DOS JCL (ARMY)
        USACSC, Ft. Belvoir, VA

FILE CONCEPTS AND DATA STRUCTURES

    IBM 360 Data Management (USMC)
        USMC Computer Science School, Quantico, VA

    S/360 Data Management for COBOL (ALC) Programmer (DLA)
        Inter-Agency ADP Training, Columbus, OH

    File Organization and Accessing Methods (ARMY)
        USACSC, Ft. Belvoir, VA

    File Design and Data Base Structures (NAVY)
        Navy. Fleet Material Support Office, Mechanicsburg, PA

LOWER ORDER LANGUAGES

    Assembly Language Coding (ARMY)
        USACSC, Ft. Belvoir, VA

    GMAP (USAF)
        ATC, Kessler AFB, MS

    IBM System 360 Assembler Language (ARMY)
        AMETA, Rock Island, IL

BASIC TIME SHARING

    Time Sharing/610 (USAF)
        ATC, Kessler AFB, MS

    Advance Time Sharing Option Concepts (ARMY)
        USACSC, Ft. Belvoir, VA

GENERIC SUBJECT AREA
    GUIDELINE COURSE (Sponsoring DoD Component)
       ACTIVITY AND LOCATION

MINI/MICRO COMPUTER SYSTEMS

    Micro/Minicomputer Systems Interface Techniques (OPM)
       OPM, Dallas, TX

    Microprocessor Architecture & Programming (OPM)
       OPM, Dallas, TX

    Seminar on Minicomputers (OPM)
       OPM by Region

    Introduction to Microprocessors and Minicomputers (OPM)
       OPM, Dallas, TX

SYSTEMS PROGRAMMER

    IBM S/360 (OS) Programming (USMC)
       Computer Science School, Quantico, VA

DATA BASE MANAGEMENT SYSTEMS

    Data Base Management Systems (OPM)
       OPM, Washington, DC

    Data Base Management Workshop (ARMY)
       AMETA, Rock Island, IL

COMPUTER OUTPUT MICROFORMS (COM)

    Computer/Microfilm Information Systems (OPM)
       OPM, Washington, DC

    Computers, Outputs and Microfilm (OPM)
       OPM, San Franciso, CA

APPENDIX 2

GENERIC SUBJECT AREA
    GUIDELINE COURSE (Sponsoring DoD Component)
        ACTIVITY AND LOCATION

TELECOMMUNICATIONS

    Data Communications Orientation Seminar (ARMY)
        AMETA, Rock Island, IL

    Management of Data Communications (OPM)
        OPM, Washington, DC

TELEPROCESSING

    Introduction to Teleprocessing (NAVY)
        ODCI, Washington, DC

    Teleprocessing Concepts (NAVY)
        Navy Fleet Material Support Office, Mechanicsburg, PA

    Teleprocessing Fundamentals (OPM)
        OPM, Dallas, TX

COMPUTER GRAPHICS

    Introduction to Computer Graphics (NAVY)
        Naval Weapons Center, China Lake, CA

COMPUTER SECURITY

    Computer System Security (NAVY)
        DODCI, Washington, DC

    Planning for Privacy and Computer Security (OPM)
        OPM, Washington, DC

    Security in ADP Systems (ARMY)
        Army Logistics Management Center, Ft. Lee, VA

GENERIC SUBJECT AREA
    GUIDELINE COURSE (Sponsoring DoD Component)
        ACTIVITY AND LOCATION

COMPUTER PRIVACY

    Privacy Act and Information Systems (NAVY)
        DODCI, Washington, DC

SYSTEMS ANALYSIS AND DESIGN

    Information Systems Analysis and Design (NAVY)
        DODCI, Washington, DC

    Computer Systems Analysis (USAF)
        Sheppard AFB, Wichita Falls, TX

    Systems Analysis and Design (USMC)
        USMC Computer Science School, Quantico, VA

ADP RESOURCE ACQUISITION

    ADP Resource Acquisition (NAVY)
        DODCI, Washington, DC

    Computer Systems Evaluation and Selection Seminar, (OPM)
        OPM, Washington, DC

ADP PROJECT MANAGEMENT

    ADP Project Management (NAVY)
        DODCI, Washington, DC

    Project Management (Data Processing) (OPM)
        OPM , all 10 regions

SOFTWARE RESOURCE ESTIMATION

    Standard DoD ADP Resource Estimation, (NAVY)
        DODCI, Washington, DC

GENERIC SUBJECT AREA
  GUIDELINE COURSE (Sponsoring DoD Component)
    ACTIVITY AND LOCATION

COMPUTER PERFORMANCE EVALUATION

  Computer Performance Evaluation (NAVY)
    DODCI, Washington, DC

  Computer Performance Evaluation (OPM)
    OPM, Washington, DC

ADF RULES, REGULATION AND BUDGETING

  Computer Systems Staff Officer (USAF)
    Sheppard Technical Training Center, Wichita Falls, TX

DISTRIBUTED DATA PROCESSING (OPM)

  Distributed Data Processing (OPM)
    OPM, Dallas TX

STRUCTURED PROGRAMMING TECHNIQUES

  tructured Programming Techniques (ARMY)
    AMETA, Rock Island, IL

  Structured Programming (OPM)
    OPM, Dallas

  Structured Programming,C-3202 (NAVY)
    Navy Fleet Material Support Office Mechanicsburg, PA

SOFTWARE ENGINEERING

  Software Engineering Principles (NAVY)
    Navy Post Graduate School, Monterey, CA

GENERIC SUBJECT AREA
   GUIDELINE COURSE (Sponsoring DoD Component)
      ACTIVITY AND LOCATION

<u>ADP SYSTEMS CONVERSION</u>

Use any known available training source, Government or commercial.

<u>OFFICE AUTOMATION</u>

Only known available sources are Commercial concerns such as Micronet, Inc., Washington DC.